



## DENVER INNER CITY PARISH

**Title:** Bilingual Food Pantry Coordinator

**Supervised By:** Food Pantry Manager

**Salary:** \$40K annually, includes paid holidays, accumulated paid vacation and sick-leave, and a possibility of health insurance stipend.

**Mission:** The Denver Inner City Parish loves and supports individuals and families in our community, enabling them to break the cycle of poverty.

**Vision:** DICP envisions that our community has the economic opportunities, tools, and resources to lead healthy and successful lives.

### **Position Overview:**

Denver Inner City Parish seeks a dedicated and compassionate Food Pantry Assistant to support our pantry operations and mobile food distributions throughout the community. This role plays a crucial part in providing food assistance to individuals and families in need, ensuring efficient operations, and fostering a welcoming environment that upholds the dignity of all clients.

### **Key Responsibilities:**

- **Mobile Food Pantry Distribution:** Assist with organized and respectful distribution of food at the primary pantry and six mobile pantry sites, ensuring all clients receive their designated portions.
- **Inventory Management:** Monitor expiration dates, rotate stock to maintain fresh and high-quality food, and help with the receipt, sorting, and stocking of donations and purchased items.
- **Client Assistance:** Deliver empathetic and informative customer service, answer questions, guide clients on available resources, and offer referrals to other services as needed.
- **Volunteer Coordination:** Help oversee volunteers by assigning tasks, providing training, and ensuring they have a positive and impactful experience.
- **Facility Maintenance:** Keep the pantry clean and organized, including maintaining shelving, storage, and workstations. Maintain accurate cleaning logs.
- **Data Entry and Reporting:** Record client visits, food distributions, and other key data accurately. Generate required reports for the program manager.
- **Outreach and Promotion:** Participate in outreach initiatives, distribute flyers, and attend community events to promote the pantry's services and engage potential donors.
- **Compliance and Safety:** Follow all food safety guidelines, ensure proper handling and storage, and maintain compliance to protect the health of clients, volunteers, and staff.

- Program Support: Collaborate with program directors and team members to enhance initiatives like nutrition education, cooking classes, and special events.

**Qualifications:**

- High school diploma or equivalent.
- Ability to drive a box truck or willingness to be trained.
- Strong organizational skills and the ability to manage multiple tasks effectively.
- Excellent communication and interpersonal skills, with a compassionate approach to working with diverse groups.
- Attention to detail and strict adherence to procedures.
- Ability to work both independently and collaboratively.
- Physically able to lift and carry up to 50 pounds and stand for long periods.
- Willingness to work outdoors in all weather conditions.
- Availability for Saturday distributions (8:00 a.m. - 12:00 p.m.).
- Bilingual in English and Spanish
- Experience in food pantry operations, social services, or a related field.
- Familiarity with local food assistance programs and resources.

**Work Hours:**

Monday to Thursday, 9 AM - 2 PM

Saturday 7:30 AM - 12:30 PM

Some weekends and nights for DICP events and functions

**Location:**

Denver Inner City Parish

1212 Mariposa St. Denver, CO 80204

**How to Apply:**

Interested candidates should submit a cover letter, resume and references detailing their qualifications and passion for working with BIPOC communities to Esther Winner, Food Pantry Manager, at [esther@dicp.org](mailto:esther@dicp.org).

\* This job description is subject to change and may include additional responsibilities as required by DICP.